

# CONNECT Timesheets for Law Clerks Quick Reference Card

## Overview



Law Clerks must record the hours they work, and leave taken in CONNECT. This QRC provides step-by-step directions to correctly record time. All time and leave must be approved.

## Timesheet Overview

Timesheet

**EMPLOYEE176 CN** Employee ID 000022476  
Law Clerk Empl Record 0  
Actions ▾ Earliest Change Date 04/22/2020

Select Another Timesheet

\*View By Week Previous Week Next Week  
 ① \*Date 11/04/2020 [📅] [↺] [↻] ②  
 Reported Hours 43.50

From Wednesday 11/04/2020 to Tuesday 11/10/2020 (?)

	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7	Sun 11/8	Mon 11/9	Tue 11/10	Total	Time Reporting Code
③	9.00	10.00	8.00			8.50	8.00	43.50	00 REG - Regular Time ④

Save for Later ⑤ Submit ⑥

Reported Time Status | Absence | Summary | Exceptions

Reported Time Status Personalize | Find | 1-5 of 5

Date	Reported Status	Total	TRC	Description	Comments
11/04/2020	Needs Approval	9.00	REG	Regular Time	🗨️
11/05/2020	Needs Approval	10.00	REG	Regular Time	🗨️
11/06/2020	Needs Approval	8.00	REG	Regular Time	🗨️ ⑦
11/09/2020	Needs Approval	8.50	REG	Regular Time	🗨️
11/10/2020	Needs Approval	8.00	REG	Regular Time	🗨️

- ① **Date:** Start date of payroll week (Wednesday to Tuesday).
- ② **Previous and Next Week:** Quick way to navigate forward or back a week at a time.
- ③ **Time field:** Enter total number of hours for each day.
- ④ **Time Recording Code (TRC):** The category used to report time. Select **01 Regular Time**.
- ⑤ **Save for Later:** Select to save time every day after entering.
- ⑥ **Submit:** Select to process hours and submit for approval.
- ⑦ **Comments:** If additional information about time or leave is required, comments can be added to the timesheet.

## Entering Time

From Wednesday 10/28/2020 to Tuesday 11/03/2020 ?

Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Sun 11/1	Mon 11/2	Tue 11/3	Total	Time Reporting Code
8	9							00 REG - Regular Time

### To enter time on the timesheet:

1. Navigate to the timesheet by clicking on the **My HR tab > Timesheet**.
2. Enter the total number of hours worked in the first row in the applicable column for each day. Use up to 2 decimal points when entering part of an hour.
3. In the **Time Reporting Code** column, click the drop down and select **Regular Time**.
4. Click **Save for Later** after each day's time is entered.
5. On Tuesdays of each week, click **Submit** to process the time entered and submit to the supervisor for approval.

## Adding Comments

If additional information about time worked is required, comments can be used to add details to the timesheet.

### To add a comment:

1. Enter time as described above and click **Save for Later**.
2. In the **Reported Time Status** section, click the call out icon on the applicable date.
3. Enter details about the time being reported.
4. Click **OK** to save the Comment and associate it to the reported time. **NOTE:** Comments cannot be edited or deleted once saved.

TR Comments

Comments

EMPLOYEE176 CN Employee ID 000022476  
Last Clerk: Employment Record 0

Note  
Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 11/05/2020

Date	User ID	DateTime Created	Source	Include in Approval Comments	Comment
1 11/05/2020	CN.EMPLOYEE176	11/05/2020 12:19PM	Time Reporting	<input type="checkbox"/>	Prepared for opening arguments for Smith vs. Jones case.

OK Cancel Apply

Date	Status	Hours	Code	Time Type	Callout
11/05/2020	Needs Approval	10.00	REG	Regular Time	<input type="button" value="Callout"/>
11/08/2020	Needs Approval	8.00	REG	Regular Time	<input type="button" value="Callout"/>
11/09/2020	Needs Approval	8.50	REG	Regular Time	<input type="button" value="Callout"/>
11/10/2020	Needs Approval	8.00	REG	Regular Time	<input type="button" value="Callout"/>

## Making Corrections

To correct reported time, select the hours on the timesheet and change to the correct amount. **Resubmit** to process the updated timesheet.

## Need help? Contact the Service Desk @



<https://mdcourts.service-now.com>



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